

INDICATOR 11 and 12 Data Submissions Guide


South Dakota Department of Education
800 Governors Drive
Pierre, South Dakota 57501

TABLE OF CONTENTS

A. Login	Pg. 3
B. Calendar	Pg. 4
C. Upload Excel Spreadsheet	Pg. 6
D. Enter Students Individually	Pg. 10
E. District Summary Report	Pg. 12
F. Sign Off	Pg. 13
G. Reports	Pg. 14

HOW TO LOGIN

1. Login: <https://apps.sd.gov/DP42LaunchPad/Logon.aspx>
 - Login information was sent to your district Special Education Director.
 - Password will need to be changed when you log in for the first time.



Launchpad 2013


Launchpad Applications for State of South Dakota

Logon Name:

User Password:

System is to be used by authorized personnel.
Usage is logged.

2. Enter the application "DE67IND11And12"



Launchpad 2013

Last Logon: 5/13/2015 8:12:16 AM

Launchpad Applications for State of South Dakota

Applications	Production Internet Applications
Change Password	DE67Ind11And12
About	

HOW TO UPLOAD CALENDAR

1. Select the year you are submitting from the drop down
2. Choose the district you are submitting for from the drop down
 - Only Cooperatives who submit for several districts will have more than one district listed

Indicator 11 & 12 Test

Year 2014-2015

District Choose District

Action Support Tables

Reports Close

south dakota DEPARTMENT OF EDUCATION Learning. Leadership. Service.

Indicator 11 and 12

Please select a district

3. Select "Action" and it will bring down a new menu of options

Indicator 11 & 12 Test

Year 2014-2015

District Choose District

Action Calendar Indicator 11 & 12 Sign off list Summary Sign Off Support Tables Reports Close

south dakota DEPARTMENT OF EDUCATION Learning. Leadership. Service.

Indicator 11 and 12

Please select a district

4. Upload Calendar

- a. Select “Calendar”

Indicator 11 & 12
Test

Year
2014-2015 ▼

District
Test District ▼

Action

- Calendar 4
- Indicator 11 & 12
- Sign off list
- Summary
- Sign Off
- Support Tables

Reports
Close

- b. Select “Browse” and find the location of the calendar on your computer. Then select upload.

Upload Calendar

Browse... Upload

Calendar Links

Uploading a file with the same name will overwrite existing file

Once you have uploaded the file will appear.

Upload Calendar

Browse... Upload

Calendar Links

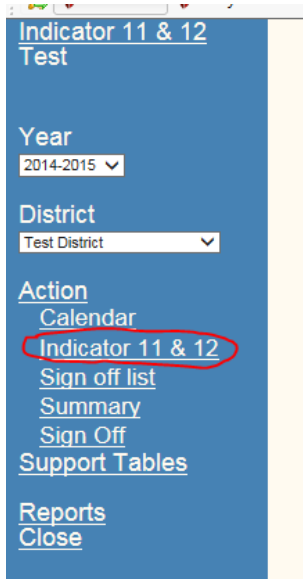
Uploading a file with the same name will overwrite existing file

	File
	<u>Training Calendar.pdf</u>

HOW TO UPLOAD EXCEL SPREADSHEETS

- Please be sure you have downloaded the most current spreadsheets for Indicator 11 & 12. Both spreadsheets have been updated.
 - If you are copying and pasting into the new spreadsheets make sure columns are the same and the data in each column is the same. (Ind 11 – Eligibility options changed – you may want to enter that information manually after upload)

1. Select “Indicator 11 & 12



Indicator 11 & 12 Test

Year
2014-2015 ▼

District
Test District ▼

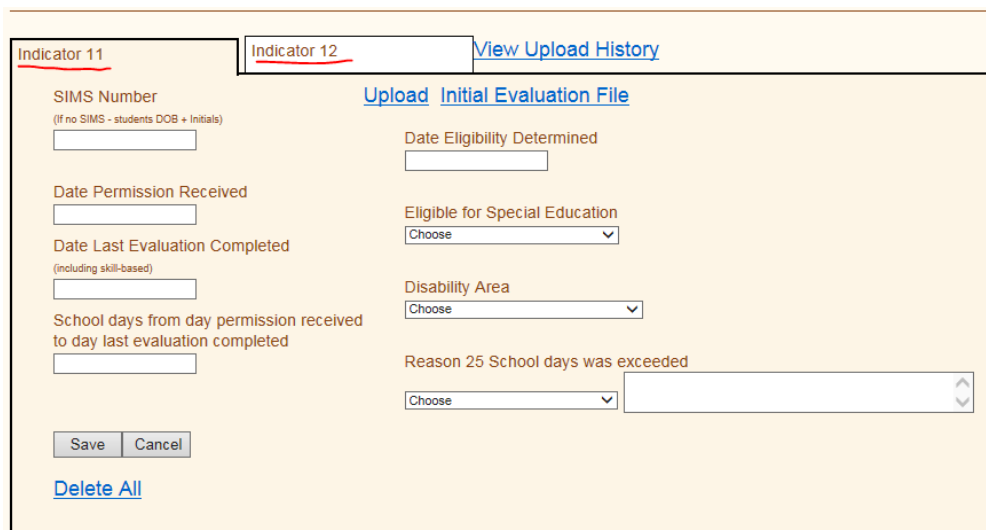
Action

- Calendar
- Indicator 11 & 12**
- Sign off list
- Summary
- Sign Off
- Support Tables

Reports

Close

2. Select the Indicator you are uploading. The Indicator tab you are working in will be yellow.



Indicator 11 | **Indicator 12** | [View Upload History](#)

[Upload](#) [Initial Evaluation File](#)

SIMS Number
(If no SIMS - students DOB + Initials)

Date Eligibility Determined

Date Permission Received

Eligible for Special Education

Date Last Evaluation Completed
(including skill-based)

Disability Area

School days from day permission received to day last evaluation completed

Reason 25 School days was exceeded

[Delete All](#)

3. Select “Upload”

Indicator 11 | **Indicator 12** | [View Upload History](#)

[Upload](#) [Initial Evaluation File](#)

SIMS Number
(If no SIMS - students DOB + Initials)

Date Eligibility Determined

Date Permission Received

Eligible for Special Education

Date Last Evaluation Completed
(including skill-based)

Disability Area

School days from day permission received to day last evaluation completed

Reason 25 School days was exceeded

[Delete All](#)

4. Select “Browse” in the pop-up box and locate your file on your computer

Indicator 11 | **Indicator 12** | [View Upload History](#)

[Upload](#) [Initial Evaluation File](#)

SIMS Number
(If no SIMS - students DOB + Initials)

Date Eligibility Determined

Date Permission Received

Eligible for Special Education

Date Last Evaluation Completed
(including skill-based)

Disability Area

School days from day permission received to day last evaluation completed

Reason 25 School days was exceeded

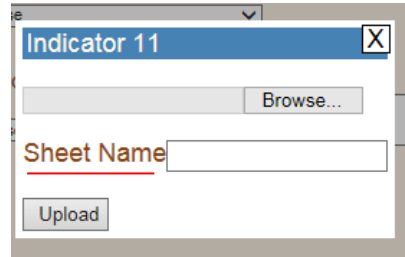
[Delete All](#)

Indicator 11 [X]

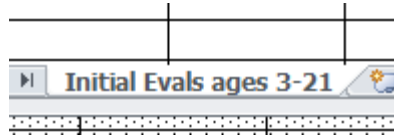
Sheet Name

- a. Type in Sheet name

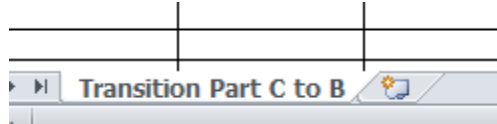
Sheet name is the “tab name” on the spreadsheet



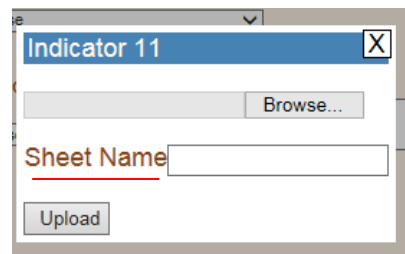
Indicator 11 sheet name:



Indicator 12 sheet name:



- b. Select “Upload”



Indicator 11 Upload:

Indicator 11

Indicator 12

[View Upload History](#)

SIMS Number
(If no SIMS - students DOB + Initials)

Date Eligibility Determined

Date Permission Received

Eligible for Special Education

Choose

Date Last Evaluation Completed
(including skill-based)

Disability Area

Choose

School days from day permission received to day last evaluation completed

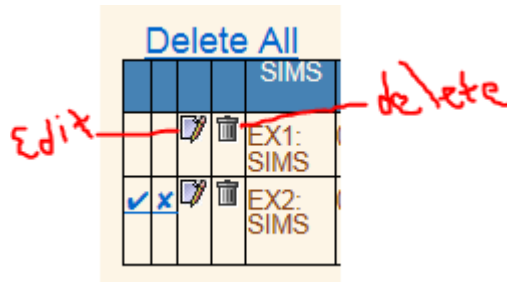
Reason 25 School days was exceeded

Choose

[Delete All](#)

		SIMS	Date Permission Received	Date Last Eval	School Days	Date eligibility determined	Eligible	Disability	Reason 25 Days exceeded	Other
	<input type="checkbox"/>	EX1: SIMS	09/07/2014	09/30/2014	18	10/15/2014	Yes	0550 - Speech/Language Impairments		
	<input checked="" type="checkbox"/>	EX2: SIMS	02/16/2015	04/26/2015	48	05/03/2015	Eligible, Parent Declined Services		Poor Scheduling	No permission to extend timeline received, evaluator was on maternity leave

- The names will appear at the bottom
 - You can then click on the paper/pencil to edit or the trash can to delete the entry
 - If you need to delete entire upload go to the “delete all” link above



Indicator 12 Upload:

- A list of students who are receiving services and turned 3 during the reporting year July 1 to June 30 has been uploaded for you. If the students are on your spreadsheet or you did not initiate the evaluation process you can “delete all” prior to uploading. You can also delete the students individually. Or you can complete the missing columns with the information you have collected.
- If you get an error message on Indicator 12 that says “SIMS number already exists” and do not see a duplicate one please click “edit” and then “save.” This should resolve the issue.

ENTERING STUDENTS INDIVIDUALLY

Indicator 11

Indicator 11 Indicator 12 [View Upload History](#)

[Upload](#) [Initial Evaluation File](#)

SIMS Number
(If no SIMS - students DOB + Initials)

Date Eligibility Determined

Date Permission Received

Eligible for Special Education
Choose

Date Last Evaluation Completed
(including skill-based)

Disability Area
Choose

School days from day permission received
to day last evaluation completed

Reason 25 School days was exceeded
Choose

Save Cancel

[Delete All](#)

Fields to be completed. All fields are required ***unless*** student does not qualify or moves.

- a) SIMS or DOB+Initials
- b) Date Permission Received
- c) Date Last Evaluation Completed
- d) Days between Permission and last Eval Date
- e) Eligibility meeting date
- f) Eligible for Special Education (Drop down: Yes, No, Eligible Parent Declined Services, Student Moved)
- g) Disability Category
- h) Reason over 25 days
- i) Other

The system will give you an error if a field is required that you have not completed.

Indicator 12

Indicator 11	Indicator 12	View Upload History
Upload Transition Evals File		
Student Name (last, first) <input type="text"/>	Date Eligibility Determined <input type="text"/>	
Student Identifier (SIMS, DOB + Initials, School Created #) <input type="text"/>	Eligible for Special Education <input type="text" value="Choose"/>	
Date of Birth <input type="text"/>	Disability Area <input type="text" value="Choose"/>	
Date Permission Received <input type="text"/>	Date IEP was developed <input type="text"/>	
Date Last Evaluation Completed (including skill-based) <input type="text"/>	Date IEP goes into effect <input type="text"/>	
School days from day permission received to day last evaluation completed <input type="text"/>	Reason 25 School days was exceeded <input type="text" value="Choose"/>	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		
Delete All		

Fields to be completed. All fields are required **unless** student does not qualify or moves.

- a) Last, First Name
- b) Date of Birth
- c) SIMS or DOB+Initials (ex. DOB+Initials = 05/21/12ET)
- d) Date Permission Received
- e) Date Last Evaluation Completed
- f) Days between Permission and last Evaluation Date
- g) Eligibility meeting date
- h) Eligible for Special Education (drop down: Eligible, Not Eligible, Eligible Parent Declined Services, student moved,
- i) Disability Category
- j) Date of IEP Meeting
- k) Date Services Begin
- l) Reason over 25 days
- m) Other

The system will give you an error if a field is required that you have not completed.

HOW TO VIEW DISTRICT SUMMARY

Indicator 11 & 12
Test

Year
2014-2015 ▼

District
Test District ▼

Action
[Calendar](#)
[Indicator 11 & 12](#)
[Sign off list](#)
[Summary](#)
[Sign Off](#)
[Support Tables](#)

Reports
[Close](#)

Indicator 11

This provides the district with a summary of the number of students who were eligible, not eligible, or those who did not meet compliance for Indicator 11 25 day timeline.

	Description	Count
+	Eligible within 25 school day(<26 and disability category)	1
+	Not Eligible within school day(<26 and no disability category)	0
+	Those over 25 school day(> 25)	2

If you expand the plus sign, each student is listed under each and you can click on the SIMS number to see the information submitted for that student.

	Description	Count
[-]	Eligible within 25 school day(<26 and disability category)	1
	EX1: SIMS	
[-]	Not Eligible within school day(<26 and no disability category)	0
[-]	Those over 25 school day(> 25)	2
	EX2: SIMS	
	DOBInitials	

Indicator 12

HOW TO SIGN OFF

All errors must be fixed or you will not be allowed to sign off.

1. Click on “sign off” on menu bar

Indicator 11 & 12
Test

Year
2014-2015 ▼

District
Test District ▼

Action
Calendar
Indicator 11 & 12
Sign off list
Summary
Sign Off
Support Tables

Reports
Close

2. Choose the Indicator you want to sign off on and complete the boxes
3. Once you have entered name, title, and email you can click “sign off” at the bottom

Indicator 11 Sign Off	Indicator 12 Sign Off
Number of children whom parental consent to evaluate was received 2	Number of children whom parental consent to evaluate was received 1
Number of children whose evaluations were completed within 25 school days (South Dakota established timeline) 1	Number of children whose evaluations were completed within 25 school days (South Dakota established timeline) 0
Number over 25 school days 1	Number over 25 school days 1
Submitted by <input type="text"/>	Submitted by <input type="text"/>
Title <input type="text"/>	Title <input type="text"/>
Email Address <input type="text"/>	Email Address <input type="text"/>
<input type="button" value="Sign Off"/>	<input type="button" value="Sign Off"/>

- You will need to sign off on each indicator individually.
- The contact for corrections will be the person who signs off.
- Once you have signed off you will not be able to change the information unless you contact SEP to open it up.

HOW TO VIEW REPORTS

Indicator 11 & 12
Test

Year
2014-2015 ▼

District
Test District ▼


Action

- [Calendar](#)
- [Indicator 11 & 12](#)
- [Sign off list](#)
- [Summary](#)
- [Sign Off](#)
- [Support Tables](#)
- [Reports](#)
- [Close](#)

1. Click on “Reports” on the menu bar and click on the paper/pencil icon.

DE67Ind11And12 Report Menu - [appstest.sd.gov]

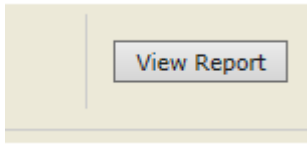
Report Group: District ▼

View	Name	Description
	Target Met	Calculates if the district has met the state target

2. A new window will open and you will select the year you want to view.

School Year 2014-2015 ▼

3. Then you will select “view report” on right hand side of page.



4. You will get a printout that looks like this

**Target Met Report
School Year 2014-2015
District 99999**

Indicator 12

A. # of evaluations completed by students 3rd birthday	1
B. # of evaluations NOT completed by students 3rd birthday	1
Total referred	3
Percentage:	66.67%

Test District did not meet 100% target

Indicator 11 & 12

A. # parent consent received	10
B. # of children whos evaluations were completed with 25 school days	9
Percentage:	90.00%

Test District did not meet 100% target

Questions or problems with the application? Please contact Wendy Trujillo at wendy.trujillo@state.sd.us or by calling (605)773.3678.